**North Pekin-Marquette Heights School District 102**

**Course Approval Request Form**

Teacher Date

College/University

Course Number & Description

Sem. Hrs. Tuition/Fee Cost

Date Course Begins/Ends:

**Please attach a written document from the university verifying official start and end dates for this course.**

Are you requesting reimbursement for this course? Yes No

Is it your intent to remain a full-time staff member in District #102 for a minimum of one complete

school year after earning tuition reimbursement? Yes No

Are you requesting lane movement with this course? Yes No

Is this course part of an approved Master’s Degree program? Yes No

If “No”, please explain.

How many credit hours have been approved for you this calendar year? (Aug 1. – July 31)

Please initial indicating that you reviewed the contract language (5.8) for reimbursement.

**Procedures:**

* Teacher completes this request form and submits to the Superintendent for approval two weeks prior to enrolling in the course.
* Superintendent approves or denies the request and returns copies to the teacher and to the teacher’s file.
* If approved, teacher enrolls in the requested course. (Note: A total of three semester hours of coursework will be approved for reimbursement each semester.)

 **For Office Use**

Course Approved Course Denied Date

Rate of Reimbursement (if applicable)

Reimbursement Will Occur

Other Comments:

Superintendent Signature

**5.8 TUITION REIMBURSEMENT**

1. Staff members shall be reimbursed at the rate of 100% the tuition and fees for graduate level courses or graduate level credit offered at workshops attended by the teacher towards an area of benefit to the teacher and the district or towards an advanced degree for the nearest state college when having demonstrated proficiency by earning a grade of B or better. Work shall be in the area of benefit to the teacher and the district and shall have prior approval of the Superintendent.
2. The district will pay 100% of the tuition and fees, for graduate level courses, at the rate of the nearest state college, when having demonstrated proficiency by earning a grade of B or better, for one class every two years toward recertification for each certified employee as long as the class is in education or in the teaching field of the certified staff member and/or benefits the district.
3. In the event a teacher is directed to take a class and/or monies are available through a grant or an additional professional development revenue source, a teacher may take an additional class beyond those stated above.
4. Total Tuition Reimbursement for all reimbursement scenarios listed above will be subject to a district maximum of $15,000 per year. Courses with a start date prior to August 1 shall count as previous year coursework.
5. Upon request of the Federation, the district shall inform the Federation president, or designee, of the remaining balance of the tuition reimbursement funds as well as all pending tuition reimbursement requests.
6. The district shall notify a staff member with the decision about approval for coursework within ten (10) working days of electronic submission by the staff member.
7. Staff members seeking course approval must indicate in writing the intent of remaining a full-time staff member in District #102 for a minimum of one (1) complete school year after earning tuition reimbursement. A teacher who leaves the district prior to the completion of one (1) full year after earning tuition reimbursement will incur a deduction in pay equal to any amount reimbursed within the one (1) year prior to his/her departure.